



UNITED STATES DISTRICT COURT
DISTRICT OF KANSAS

Position Titles: Division Manager – Vacancy #TO22-6
No. of Positions: One
Location: Topeka, Kansas
Opening Date: March 17, 2022
Closes: Open until filled; preference given to applications received by March 31st
Salary Range: CPS CL 28/1- CL 28/25 (\$64,270 – \$83,367)*
Promotion potential: Promotion potential to CL 29 without further competition

*Starting salary is commensurate with qualifications, experience, and based upon Court Personnel System (CPS) [guidelines](#). Advanced in step placement up to \$104,513 may be available for exceptionally qualified candidates and current or prior federal employees.

As an Equal Opportunity Employer, we value diversity in our workforce. The essential function of a court is to dispense justice. An important component of this function is the creation and maintenance of diversity in the court system. A community's belief that a court dispenses justice is heightened when the court reflects the racial, ethnic, and gender diversity of the community it serves.

WHO WE ARE

In the United States District Court for the District of Kansas, we preserve justice, promote the general welfare, and secure the blessings of liberty by impartially deciding and administering matters under the Constitution and laws of the United States of America.

WHAT WE VALUE

We are public servants who respect the value of every person by treating each party, attorney, witness, defendant, offender, victim, and court employee with dignity and courtesy.

We study why we succeed so we preserve our strengths.

We improve processes, procedures, and ourselves through innovation and training.

We excel because of our consistent effort to perform every task well, whether large or small.

We communicate effectively to cultivate teamwork, diversity, inclusivity, and the free exchange of ideas.

We model ethics, integrity, and personal and institutional accountability.

We prepare ourselves to serve effectively by encouraging wellness and a healthy lifestyle.

WHAT WE NEED FROM YOU

These duties of this position are intended to provide generalized examples of major duties and responsibilities that are performed by a Division Manager. They include, but are not limited to, the following:

Division Manager duties include, but are not limited to, the following:

- Helps develop, implement, evaluate, and refine office policy and procedure.

- Acts as the primary liaison to the judges and their staff, other government agencies, attorneys, and the public.
- Responsible for the quality and quantity of the work performed, assuring efficient and effective operations by directing and reviewing work distribution, evaluating work performance, and developing staff.
- Plans and organizes court events at the Topeka courthouse and other locations in the district.
- Oversees local space and facilities matters.

You will make a difference when working for the U.S. District Court for the District of Kansas. District courts serve an essential function in the federal judiciary and society. The federal courts have jurisdiction over cases that: 1) raise a "federal question" involving the United States Government, the U.S. Constitution, or other federal laws; and 2) cases involving "diversity of citizenship," which are disputes between two parties not from the same state or country. As a district court employee, you will be constantly learning as you work with judges, attorneys, the public, and other governmental and law enforcement agencies.

For more information, see [Types of Cases | United States Courts \(uscourts.gov\)](https://uscourts.gov/types-of-cases/).

You Must Have

- A high school diploma plus two years of general experience (general experience may be substituted with post-secondary education),
- Two years of specialized experience that includes progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain:
 - Skill in developing the interpersonal work relationships needed to lead a team of employees,
 - The ability to exercise mature judgment, and
 - Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit.

Applicants must also have:

- excellent verbal and written communication skills;
- proven leadership skills;
- a thorough knowledge of the basic concepts, principles, and theories of management, and the ability to understand the managerial policies applicable to the court unit;
- excellent interpersonal and customer service skills and the ability to interact with a wide variety of people tactfully and courteously;
- the ability to manage, develop, and mentor staff including establishing standards, assigning and reviewing work, conducting performance evaluations, and handling disciplinary actions;
- attention to detail and accuracy of work product;
- strong organizational skills and the ability to handle multiple assignments with frequent interruptions;
- a professional demeanor and strong work ethic;
- the ability to conduct effective staff meetings, keep management informed, and respond to requests from upper management; and
- the ability to plan, manage and successfully execute ceremonies and events.

It Would Be Great If You

Have a bachelor's degree from an accredited college or university in a related field.

What We Offer

1. 13 days paid vacation for each of the first three years of service
2. 20 days paid vacation annually between 3-14 years of service

3. 26 days paid vacation annually with 15+ years of service
4. 13 days paid sick leave
5. 11 paid holidays
6. Choice of healthcare coverage, including dental & vision coverage
7. Life insurance options
8. Participation in the Federal Employees Retirement System
9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan)
10. Participation in the Long-term Care Insurance plan
11. Participation in the Flexible Benefits Program
12. Up to 12 weeks of Paid Parental Leave for eligible employees
13. Free parking
14. Free onsite fitness center

APPLY NOW

To apply for this position, please submit the following items in a single PDF document by email to hr@ksd.uscourts.gov:

- 1) a cover letter,
- 2) a chronological resume, and
- 3) a [Federal Judicial Branch Application for Employment](#)*
 - The Application for Employment form is available on the Court's website under the [Forms/Employment](#) tabs. Please note that there are separate forms for PC and Mac users.
 - PLEASE NOTE: The subject line of the e-mail must include both the position title (Division Manager) and the position number (#TO22-6).

* Current District of Kansas Clerk's Office employees do not need to submit the AO 78 application form.

* You should NOT respond to questions 18, 19, and 20 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. District Court requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses cannot be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER